



## Upper Uwchlan Township

### REQUEST FOR INFORMATION POLICY

Regulating compliance with the Public Records Law and to preserve the integrity of our files and to minimize the impact reproduction of documents may have on our Township Offices, Public Records will be available for inspection and copying at the Township Building during normal business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m., with the exception of Holidays.

#### **Policy**

It is the policy of the Township to require the presence of the Township Secretary when files are examined and to charge a fair and equitable rate for file research and copying of Township files.

#### **Definitions**

##### **Page –**

One side of a leaf of a book manuscript, letter, document, etc. (8.5" x 11")

##### **Item –**

An article, a separate particular in an enumeration or account, i.e. a set of minutes of a meeting.

##### **Research –**

A studious inquiry, usually critical and exhaustive.

##### **Designated Township Employee –**

The Township will make a good faith effort to provide the requested public records as promptly as feasible. The Township Secretary shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect from the possibility of theft and/or modification.

The Township Secretary shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Township Secretary shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Record Law.

**Research Remuneration Rate –**

This is a fee charged by the Township to minimize the financial impact of files search. The remuneration rate shall be expressed in an hourly charge and shall be calculated by taking into account an hourly rate, a cost of benefits analysis and an administrative overhead charge.

**Procedure –**

Requests shall be made in writing and directed to the Township Secretary at the Township Building located at 140 Pottstown Pike, Chester Springs, PA 19425. Written requests shall include the date of the request, name and address of the requester and a specific description of the records sought.

A rate of \$25.00 per hour shall be charged. Paper copies will be \$0.50 per page. If mailing is requested, the cost of postage will be charged. If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. The Township will require pre-payment if the total fees are estimated to exceed \$50.00.

A person who does not necessarily want copies but would like to examine Township documents shall provide a written request to the Township Secretary. The Township Secretary shall locate the documents. The Township Secretary, or authorized agent thereof, shall remain in the presence of the documents at all times. A research fee of \$25.00 per hour shall be charged.

**Appeals Process**

If a written request is denied or deemed denied, the requester may file exceptions with the Board of Supervisors within 15 business days of the mailing date of the Township's denial. The exceptions shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

The Board of Supervisors shall make a "final determination" on the exceptions within 30 days of the mailing date of the exceptions. The Board of Supervisors may hold a hearing on the issue during the 30 days. If the Board determines that the denial was correct, it must provide a written explanation to the requester.

The requester may appeal a final determination to the Common Pleas Court.

-- End Of Policy --